

Non-Laboratory Work Locations

1. Participation in the non-Laboratory work location program is voluntary. Employees for whom Laboratory offices are unavailable, and who are unable to work from an employee-provided location, will remain in Report Pay status until such time as the Laboratory provides an alternative work space or an alternative work assignment.
2. Permission to work from a non-Laboratory location does not change the terms and conditions of Laboratory employment.
3. To be eligible for working from a non-Laboratory location, the employee must have a sustained record of fully satisfactory performance or better and be able to work with minimal supervision. Employees who have been on a performance action track or who have received disciplinary action within the previous year are not permitted to work from an alternative location.
4. These guidelines authorize a Group-level manager, with concurrence of the HR Generalist, to approve a non-Laboratory work location for between one week and 90 days, provided that the tasks being considered as part of the assignment are compatible with such an arrangement and a [memorandum of agreement](#) (MOA) is executed in advance of the assignment.

Note: Group-level managers may authorize employees to work at a non-Laboratory site for one week or less to accommodate a specific situation of finite duration, if the tasks to be performed are compatible with such an arrangement. Successive one-week approvals are not permitted. A MOA need not be completed for such short-term arrangements, however, the approving manager must ensure accurate time reporting; pre-approval of overtime for non-exempt employees; and employee compliance with all applicable regulations, including safety, security, and use of government property.

5. If the manager determines that there is a continuing need and wishes to extend the arrangement beyond 90 days, the arrangement may be extended for additional periods not to exceed 90 days each, upon approval by the Director of Human Resources. Extensions beyond December 31, 2000 are not permitted.
6. An employee for whom the Laboratory cannot provide a work space may work 100% of his or her scheduled time at a non-Laboratory location. Employees for whom Laboratory-provided space is available are subject to the following restrictions: (a) a full time employee may work up to 50% time at an approved non-Laboratory location or (b) a part time employee may work at an approved non-Laboratory location no more than 50% of the hours for which he or she is appointed.
7. Projects or tasks must be compatible with working at an off-site location. Compatibility requires that the work:
 - Is clearly defined and progress is amenable to objective verification; there must be a tangible work product, with a definite completion schedule
 - Is unclassified

- Can be performed independently, such that performance of the work in an off-site location will not have a negative effect on the productivity of coworkers
8. The employee must work on site when requested by a supervisor or as necessary to avoid inconvenience to coworkers or customers, even if at a time usually scheduled for off-site work. The employee must also meet with the supervisor and attend work-related meetings at the supervisor's request. The employee can be recalled to on-site work on a temporary basis without notice.
 9. The approving manager or the employee can terminate the arrangement at any time, without cause, with 24 hours advance notice.
 10. The employee must be accessible by telephone, e-mail, or other electronic means during scheduled hours of off-site work.
 11. The employee will not be reimbursed for mileage or other travel costs between the off-site work location and the Laboratory, unless otherwise provided by Laboratory travel policy.
 12. Employees whose off-site work assignments require Laboratory equipment may remove equipment to the off-site location for the duration of the assignment, subject to the provisions of AM701 (Government Property). Approval of off-site use of Laboratory equipment is governed by AM701.
 13. The employee is required to maintain a detailed record of all time worked at the offsite location, including overtime (for non-exempt employees), and to submit this information to his or her supervisor on a weekly basis. In addition, the employee and the manager must formally track completion of milestones as set out in the MOA.
 14. This program goes into effect on June 26, 2000 and terminates on December 31, 2000.